

**(Gabriela Bermudez)**  
(Director of Arts and Letters)

**To:** (Joseph Sais)  
(Director of Arts and Letters) - Elect

**From:** (Gabriela Bermudez)  
(Director of Arts and Letters)

**Subject:** End of the Year Report

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### **Introduction**

Dear Joseph,

I've summarized here some of the key work, strategic priorities, and general business that the A&L director is accountable for. I've included things I wish I would have known, and what I would do differently if I were able to serve in this role again. My hope is that the incoming A&L director will become familiarized with the following and take this all into consideration throughout their term. Embrace the experience fully. Appreciate the time you have in office because it will fly by fast! And perhaps most importantly, serve diligently, serve passionately, and serve with humility. Your service represents the voices of over 31,000 students, and you were elected for a reason! It is your time to lead and make positive change on campus.

Best,

*Gabriela Bermudez*

### **Internal Committees**

*The following are internal and external committees I was involved in, please note you do not need to sit on these. Pick the ones that genuine interest you, if you are curious about any that I was involved in then, read on!*

**(Social Justice and Equity Committee)**

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(SJ&EC): This was one of my favorite committees, it was a very welcoming committee that had unique people sit on it and express how they felt about a certain issue. We spoke about all problems on campus, it was a safe space. In the first semester I learned that this committee wants to invite students of every color, age, background to talk about what changes they want to see in the school. The goal was to really let students know that they have a voice on campus, this committee was one way of getting their perspective from whatever culture they are from. The goal of this committee was to hold 2 events on campus that really entailed diversity appreciation. If you decide to join this committee, you will see perspective forms students, the committee advisors and occasionally when students get mad over something on campus this one of the committees, they like to express themselves in. Even though this committee was ended halfway, it meets every other week for an hour. We left on a project where we wanted to create a forum for students to let us know if they ever felt racially attacked on this campus. We were working closely with Dr. John Johnson who currently works for the Diversity and Inclusion Excellence program. If you get a hold of being on this committee, you should definitely connect with his program, try being the chair for this committee or let your chair know!

**(Student Academic Senate)**

(SAS): This committee met once a month, it was as well another of my favorites. The chair was the VPAA, and the VPAA already is required to sit on the Faculty Senate. The Faculty Senate holds one faculty member from every department where they come together every other week to discuss any activity, event, problem and pass faculty policies. It is a very interesting committee its every Thursday from 3pm-5pm. If I had the time, I would have joined Faculty Senate as I always thought it was interesting and important to be the voice for students. However, times conflicted with my school schedule so I signed up for SAS, and its basically the same thing. The VPAA would host meetings where students who didn't have the opportunity to go to Faculty Senate could attend and still speak on the terms that was talked about in the faculty meetings. In SAS we made decisions as what was best for students or provide feedback from students itself. IF you want to learn more about what happening behind the scenes in faculty and

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want to know more about their plans for the academic year, I recommend you to join either Faculty Senate or Student Academic Senate!

### **(Capital Public Radio)**

Unfortunately, this committee never met. I only had a few conversations with the director and I as told they would let me know in advanced when meetings where. However, I was never really given any information of the committee itself or future meetings. I was interested in this committee because there was a time where I was really interested in being a news anchor and I though this would give me a better insight. If you are interested in music, radio or news media in general I recommend giving it a try and if you can meet with them as I should've made that a priority, but I never did. Not sure how it works but I would love to hear that this committee is doing well.

## **University Committees**

### **(D.O.C Committee)**

Dollars for Clubs and Organizations (Bi-weekly meetings, Monday 2:30-5:00 p.m.) The DOC committee meets every other Monday from 2:30 to 5:00 p.m. and hears presentations from clubs/organizations on campus that are requesting funding for activities or events. This committee can either take all the time from 2:30 – 5:00pm or you can be especially lucky and leave quite early (realistically only happens once). The number of clubs heard ranges from meeting to meeting, this year we had meetings where we heard upwards of almost fifty clubs. Clubs will give a one-minute presentation on their requests and then the committee has the opportunity to ask clarifying questions. Throughout deliberation the committee will go one application at a time and quickly summarize it, then the committee will recommend a dollar amount to fund the organization. Recommendations do not need to be final until the end of the meeting, so feel free to go back to applications and revise the recommended amount. Keep in mind DOC is in place to support club activities and events, not to fully fund them. Depending on

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the committee, you may encounter different opinions on how much to award each club. It was one of my favorites because I was able to see what students needed money for and all the creative ways, they wanted to use it for. You realize there is something happening everyday!!

### **(Audit Committee)**

The Audit Committee meets only once a semester in the Fall. Personally, I have always been curious about how money works. I like to know how much is given and how much we receive and how it is approved. If you like money, accounting, or a perspective of how it works in this university this committee is for you. It does not take up your time because its only one meeting and you can ask any questions. I was chair of the committee, so I just ran the meeting and tried to get myself familiar with the operating rules and regulations. The Auditor whom in my time was Kayko, comes to Sac State and she presents on the monies spent in the year. It is then taken to the board to be voted on for approval. If this interests you or you need a university committee that doesn't take too much of your time this is it!

### **(Finance and Budget)**

Finance and Budget Committee was on Tuesdays 3:00pm – 5:00pm, if you have the time and want to learn about the behind the scenes where our ASI money goes and how it is decided. This one is for you! It will be one of your committees that will require an extensive amount of work. Unfortunately, I was not part of this committee during the Fall Semester, so I am not able to reflect much on that. However, I did get the opportunity to experience the Spring Semester. From my limited amount of time I found that you need to be ready to invest time and effort into this committee. All committee members including staff dedicate a tremendous amount of effort to help determine the ASI budget for the next fiscal year. The committee is basically divided into two sections, determining the recommended budget for the ASI departments and the recommended allocations for External Grants, which together will make up the ASI budget for the upcoming fiscal year. During the Fall Semester ASI departments will present to the committee their department and budget. Then during the Spring Semester, the committee will

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begin reviewing External Grant applications. Over the past few years the amount of applications submitted have significantly grown. It is important that you manage your time wisely and stay on top of the applications, as Chair you need to set the example and being prepared is key. Once all applications have been reviewed and graded the committee will begin a process of recommending awards. The process for recommending awards is difficult, for programs request more than you can allocate. It is important that the committee discusses their priorities in terms of impacting students to facilitate the process.

### **Accomplishments**

Your time as the Director of Arts & Letters will fly by! Start on the Strategic Priorities early!!

#### **Tips for Strategic Priorities**

- 1. If you are given the opportunity to plan the strategic priorities, actively share your ideas!**
  - a. Do not be afraid to share your ideas! It is valuable to have many diverse and creative ideas shared during the planning process.
- 2. Advocate for what is important to you and students around you!**
  - a. One of the most awe-inspiring moments is when you realize that you have the ability and power to make meaningful change. Use it for good and lead with your heart.
- 3. Once the Strategic Priorities have been established, choose 6-8 priorities that you feel really passionate about.**
  - a. Each Director volunteers to work on several priorities over the academic year.
  - b. You can choose to volunteer as the lead Director on any priority or just be a member. I encourage you to take the lead on 1 to 3 of them.
- 4. Work as a team!**
  - a. No one has to handle a strategic priority alone. It is about working collaboratively as a team to complete the goals for the year.
- 5. Start early.**

**The following were Strategic Priorities I was involved in for the board year 2019-2020:**

- ✓ **2.2.2** Advocate to have ASI info on My Sac State Channel Met with IRT (completed)
- ✓ **2.2.3** Spotlight one ASI department each month /Encourage discussion at the marketing committee (only one not completed)

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- ✓ **2.2.4** Advocate for ASI to utilize the screens around campus to advertise ASI events and departments (University Union, WELL, Lassen Hall) (completed)
- ✓ **2.4.1** Purchase board specific Hornet gear for advocacy efforts (completed)
- ✓ **4.1.1** Promote Career/academic focused campus programs (completed)
- ✓ **4.1.2** Assess the feasibility of an online platform compiling career/academic initiatives across campus partners (completed)
- ✓ **4.1.3** Investigate current strategies being used by departments to support career/academic success (Completed)
- ✓ **4.2.2** Promote & Attend Diversity & Inclusion Events/Programs (Completed)

### **Arts and Letters Joint Council**

**Description:** The Arts & Letters Joint Council is a student-lead club, which is officially recognized by SO&L (Student Organizations and Leadership). ASI's Operating Rules states that all College Directors are responsible for organizing and/or support a joint council for their college.

**Purpose:** The purposes of the joint councils are unique to each college. Overall, the purposes of joint councils are to provide a unity platform for clubs and students in the college to meet and engage collaboratively with each other. The joint councils can host events for their colleges. When writing the constitution for the A&L Joint Council, the mission statement that I wrote was the following:

*“The purpose of this organization is to provide a collaborative platform for the students and clubs of the college of Arts & Letters and to extend opportunities for shared governance between students, A&L clubs and organizations, A&L administration, faculty, and staff, and Associated Students, Inc.”*

**Progress Made:** During my term, I was able to re-charter the Joint Council and find some students, who were interested in leading the club with me. We had 1 successful meeting my first semester on board. However, I had 2 additional meetings set the second semester unfortunately around the time COVID-19 closed campus.

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**Some Advice:**

1. The Joint Council is truly a project that must be started early for it to be effective.
2. Consider writing into the Joint Council's constitution that student officers for the council are elected for one-year terms starting in January and ending in December. The rationale for this term-design is that it's opposite from the ASI Director of Arts & Letters' term. Having the ASI Director of Arts & Letters and the Council Officers on different terms would make the transitions between new ASI Directors of Art & Letters smoother. It would also make transitions for the Council officers smoother because the ASI Director of Arts & Letters can help the council elected and orientation new officers.

*You can find more info on: Gov. Drive > Director of Arts & Letters > Arts & Letters Joint Council*

**Building Relationships with College Administrators**

It was exciting to rebuild the relationship between College Administration and the ASI Director of A&L position. I meet several times with Dean Sheree Meyer and every other week with Associate Dean Melinda Wilson-Ramey. The connections with them facilitated many great conversations and projects. They asked me to support the naming process of the A&L student success center and attend several events. Our administrators are very supportive of ASI and welcoming to our collaborative efforts.

**Attending Arts & Letters Events**

One of the best aspects of being the ASI Director of Arts & Letters is that we have many incredible events hosted by our college. Some of them that I attended and highly encourage you to attend are:

- **U-Nite** – a collaborative, annual event between the College of Arts & Letters and the Crocker Arts Museum where faculty showcase their work.
- **U-Create** – an annual event showcasing the work of Sacramento State students at several art galleries in Sacramento. The event is part of a weeklong celebration hosted by the College of Arts & Letters called the *Festival of the Arts*.
- **A&L Student Admit Day** - Did not get to attend, was canceled due to COVID-19.
- **Sunday Funday** – Did not get to attend, was canceled due to COVID-19 😞

**Hosting a Kick-Off Event**

As part of our duties and responsibilities as a College Director for ASI, we are responsible for hosting a kick-off event for our college. The kick-off event can be planned in a

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way you feel will best suits your constituency. Many College Directors invite clubs to table and provide snacks and games for people to stop by and enjoy.

I hosted mine with the director of Undeclared. We bought cookies from Costco and coffee from school. Students had the opportunity to pick up a stamp card go around the clubs tailing and collecting all stamps. That was their ticket to get coffee and cookies as well as being entered for a raffle prize. The raffle prizes I bought from the bookstore. I recommend having people help you out because it can be quite a hassle, find clubs to help you set up, stick to the cheapest food because you are on a budget. Also, look for prizes to give and stick to a theme! If you can, Do it in the beginning of the semester so you can be over with it!

### **Noteworthy Events**

#### **ASI Meetings**

7/30/19 – special board report meeting  
7/30/19- Safe zone training  
8/09/10- Board retreat  
8/22/19- Dreamer Ally training  
9/04/19- First work board meeting  
9/18/19- Working board meeting  
9/25/19- Formal board meeting  
10/02/19- work board meeting  
10/04/19- Meeting with Nikki Croly  
10/09/19- Meeting with EVP  
10/09/19- Formal Board meeting  
10/15/19- Work Board meeting  
10/15/18- Meeting with Sandra Gallardo  
10/22/19- Formal Board meeting  
10/23/19- Meeting with Associate Dean  
10/30/19- Work Board meeting  
11/6/19- Meeting with Associate Dean  
11/6/19- Formal Board meeting  
11/13/19- Working board meeting  
11/14/19- Meet with Dean  
11/14/19- Meet with ASI President  
1/16/20- Mid-day retreat  
1/29/20- work board meeting



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2/26/20- work board meeting  
2/27/20- Faculty senate  
2/28/20- Dean meeting  
3/2/20- DOC Funding Committee Meeting  
3/4 ASI Formal Board Meeting  
3/7 CHESS Conference  
3/9 A&L Meeting with Cathy Forrest  
3/9 SSJ&E Committee meeting  
3/10 Census Training at Serna Center  
3/11 Working Board Meeting  
3/13 A&L Joint Council – Canceled  
3/18 Formal Board Meeting via Zoom  
**3/18 Transitioned to Vice President of Finance (My term as A&L ended)**

**ASI Events**

9/12/19- ASI block party  
9/18/19- Meet and greet with Deans  
10/30/19- Pastries with ASI President  
10/31/19- NSM Kickoff  
1/29/20- OGA Voter registration tabling  
3/2/30- Buzz the Ballot Tabling

**University/Constituent Events**

8/22/19- Presidents Address  
8/20/10- Leadership Conference on Campus  
8/23/19- President Nelson Welcome BBQ  
8/29/19- Annual Swarm photo  
9/06/19- Dreamer resource center open house  
9/17/19- Candidate forum for Academic Advisor  
9/18/19- Earnest T Shannen Grand opening  
9/26/19- Nuts and Bolts  
10/02/10- S.A.G.E cutting Ceremony  
1/15/20- SOAL Conference  
1/16/20- President Spring Address

**Classroom Presentations**

9/04/19- CRJ 21  
9/24/19- Ethnics 21  
10/1/19- Theatre 21  
10/07/19- FYE class  
11/15/19- FYE class  
1/31/20- FYE class

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3/2/20- PARC class

**Club Presentations**

9/02/19- Nu Alpha Kappa fraternity  
10/2/19- Latinx Scholars Association  
10/6/19- The Writers Guild club  
10/21/19- Sigma Omega Phi Sorority  
1/31/20- The English Club  
2/28/20- The Film Club

**Projects Started / Pending Projects**

As you should focus a great deal on completing the strategic priorities you sign up for, you should also try to set up goals for yourself and what you would like to do in your semester on board! The following are goals I wish I completed but due to COVID-19 and limited time I had to hold back. If you like them, you can continue to pursue them or make them better! Also, Associate Dean was in favor all of these.

**Arts and Letters Video:**

I wanted to create an Arts and Letters video, something that would show off our college. I felt like it was a great way to advertise our college and our talented students! I didn't think of this until mid-year, so my plan was to find students in our college like the Communications (Film) Department, since those specific students tend to have projects based on making videos and they are truly great at it. I wanted to ask them if they would like to create a video based on the A&L College. The video can show our buildings, students art, students dancing, students photography skills, theater clips, perhaps some words by our College Dean Meyer. Anything that would be like a really cool thing to input so students can see what this college is about and might even interest more students to branch out their learning experiences in this college. However, when I was recruiting students and found some who wanted to do it, the whole issue with COVID-19 came into place and I ran out of options since campus was closed 😞. A video has

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never really been done, that I remember, so It'll be really cool if you are back on campus and this can continue.

### **Arts and Letters Joint Council:**

When I came on board the Arts and Letters Joint Council didn't exist. My goal for the semester was to create it. I created an Orgsync, found an additional 5 members who would take positions in the council, and then it was accepted. If you have any questions about this, you can always ask Nikki Croly who oversees this council, or you can ask our Associate Dean Melinda who the advisor is. My next goal was to find clubs and organizations that would attend our council meetings. It is very difficult reaching out to clubs and organizations and expecting to get a reply back. Be very patient and try to be updated on what clubs are active! You can always ask Nikki for help. My council only met once the first semester when I was on board and then the second semester, I had planned for 2 council meetings however, I didn't get the opportunity to. If you can try to make this council united, find members who are willing to attend the meetings. Associate Melinda brought really good food at the last joint council meeting so talk to her about it. She really wants to get as many students involved so she can have more student perspectives and conversations. In these meetings, you can ask students what they want to see change in the college, the plans for the future, how their clubs are doing, how can you support them, you can tell them about what's going to be voted on ASI, and let them know about the resources ASI offers.

### **Legislation**

This will be confusing at first but once you get the hang of it. Legislations is what gets voted on, on your formal board meetings. The president will give you an overview of how to create it so just pay very close attention, it'll be one of the first board meetings. If you can try to add your name to as many legislations as you can do it, get yourself involved with it only of course if you strongly agree with them.

Legislations is what is talked over at meetings, if you don't agree with one or if you don't understand one ASK! Remember you are representing students so if you don't know what a

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legislation is about you should always ask for clarification because I'm pretty sure you won't be the only one with questions. When you vote on a legislation to be passed or not, keep in mind your vote matters and your vote counts for the thousands of students in the College of Arts and Letters. Also, if you get yourself involved with adding your name to legislations or even creating one with other board members, your name goes down in Sac State legislation history, which is really cool if you ask me!

### **Recommendations**

1. Keep on top of your emails. You should respond within 24 hours, 48 hours at the absolute maximum.
2. Communicate often and well with the Board. You are a team and working together will make things much easier!
3. Be ready for the work. It is a lot, but it is great! You should expect to work 10-15 hours a week at least. I highly recommend you get your email and outlook on your laptop as well as cell phone. I was often replying to emails, checking meeting times, and handling more business while walking from class to class
4. Be organized and respectful with accountability.
5. Be prepared to attend last minute events Expect to attend events last minute when you thought you'd have an hour break to work on homework or finally go home early. Take care of yourself and your grades, but remember you were elected to fill a huge responsibility, and students are counting on you to do just that.

### **Conclusion**

Congratulations! This will be an incredible experience and you truly have the power to make tangible change for the students of our university. If you need help with ANYTHING, ASK AWAY, in the beginning you will feel lost and its normal. I was nervous because I thought I was supposed to know how to do everything already, but it's okay if you don't! 😊 Everyone is there to help you!